

The Public Library
of San Francisco

REPORT 1916

SAN FRANCISCO
HISTORY CENTER



027.4
Sa52a
1916

San Francisco Public Library

ROOM CASE

REFERENCE BOOK

Not to be taken from the Library

3 1223 06289 6858

REPORT

OF

Board of Trustees

OF THE

San Francisco Public Library
and Reading Rooms

FOR THE

Fiscal Year Ending June 30, 1916

SAN FRANCISCO

1916



Digitized by the Internet Archive
in 2015

Contents

LIST OF TRUSTEES AND OFFICERS.....	5
LIBRARY DIRECTORY	5
PRESIDENT'S REPORT	7
SECRETARY'S REPORT	10
LIBRARIAN'S REPORT	13
APPENDICES:	
I. REGISTRATION	32
II. SUMMARY OF CIRCULATION BY MONTHS.....	33
III. STATIONS—CIRCULATION BY MONTHS.....	34
IV. ADULT CIRCULATION BY CLASSES.....	35
V. JUVENILE CIRCULATION BY CLASSES.....	36
VI. HOME CIRCULATION BY CLASSES—PER CENT.....	37
VII. GENERAL SUMMARY	38
VIII. GENERAL SUMMARY, 1904-1916.....	39
IX. STATISTICS ACCORDING TO FORM ADOPTED BY AMERICAN LIBRARY ASSOCIATION	40
X. EXAMINATION QUESTIONS	40
XI. LIST OF DONORS, 1915-1916.....	41

BOARD OF TRUSTEES

JOHN H. WISE.....	2160 Steiner Street
EDWARD R. TAYLOR.....	2326 California Street
JOSEPH O'CONNOR.....	338 Pine Street
RALPH C. HARRISON.....	Mills Building
JAMES D. PHELAN.....	Phelan Building
R. B. HALE.....	Fifth and Market Streets
CHARLES H. BENTLEY.....	120 Market Street
MAX C. SLOSS.....	Supreme Court
EUSTACE CULLINAN.....	Phelan Building
WASHINGTON DODGE.....	Anglo & London Paris National Bank
MISS MCKINSTRY.....	2988 Pacific Avenue

THE MAYOR, ex-officio

GEORGE A. MULLIN, Secretary

MISS M. T. TYLER, Assistant Secretary

COMMITTEE CHAIRMEN

RALPH C. HARRISON.....	Books
EUSTACE CULLINAN.....	Building
MAX C. SLOSS.....	Rules
WASHINGTON DODGE.....	Finance
CHARLES H. BENTLEY.....	Branches
JOHN H. WISE.....	Municipal Relations
JOSEPH O'CONNOR.....	Printing and Binding
MAX C. SLOSS.....	Law
JOSEPH O'CONNOR.....	New Building

LIBRARIAN

ROBERT REA

LIBRARY DIRECTORY

Main Library

HAYES AND FRANKLIN STREETS

Branch Libraries

FILLMORE.....	2435 Sacramento Street
McCREERY.....	Sixteenth Street, near Market
MISSION.....	Twenty-fourth Street at Bartlett
NORTH BEACH.....	1457 Powell Street
PARK.....	Page Street, near Cole
RICHMOND.....	Ninth Avenue, near Geary

Deposit Stations

BERNAL HEIGHTS.....	3536 Mission Street
DOWNTOWN.....	Emporium
EXCELSIOR.....	4564 Mission Street
GLEN PARK.....	598 Bosworth Street
GOLDEN GATE VALLEY.....	3009 Fillmore Street
INGLESIDE.....	422 Holloway Avenue
NOE VALLEY.....	1308 Castro Street
OCEAN VIEW.....	379 Capitol Avenue
OCEANSIDE.....	Judah Street and Forty-eighth Avenue
POLK.....	1303 Polk Street
POTRERO.....	Nineteenth and Iowa Streets
RICHMOND.....	2314 Clement Street
SAN BRUNO.....	2598 San Bruno Avenue
SOUTH SAN FRANCISCO.....	1202 Railroad Avenue
SUNSET.....	845 Irving Street
VISITACION VALLEY.....	100 Leland Avenue

Report of the Board of Trustees
OF THE
San Francisco Public Library
and Reading Rooms

For the Fiscal Year Ending June 30, 1916

Report of the President

August 1, 1916.

*To the Honorable James Rolph, Jr., Mayor of the City and
County of San Francisco.*

SIR:

Pursuant to the provisions of Article XVI, Section 9, of the Charter, the Board of Trustees of the Public Library and Reading Rooms presents this report of its activities for the year ending June 30th, 1916.

The reports of the Secretary and the Librarian, appended herewith, cover in detail the operations of the Library in all departments and, while it is not our intention to dwell on the statistics contained in these reports, some figures are herewith mentioned as being worthy of consideration. The growth of the Library since the fire has been indeed phenomenal. After the fire had done its worst we were without any books, except a few that were outstanding and except those in the branch buildings that were outside of the zone of the fire, and these were very few. At the present time the volumes in the Library amount to 176,167. Just before the fire the volumes in the Library were 160,457; thus it is seen that the Library has not only been entirely restored, but more than 16,000 in addition are in the Library. Just before the fire cardholders were 40,479. Now there are 53,513. For the year just before the fire the books in circulation were 830,225. For the year 1915-16 we circulated 1,157,523, and it is well to note this great usefulness of the Library in connection with what it has cost to operate it. The figures show that we expend for salaries 51.7 per cent; that is, only a little more than one-half of the total money expended by us goes for salaries, while 35.4 per cent is for books, periodicals and binding. Thus it will be seen that our Library is not one operated merely to

earn salaries, but one for the circulation and for the reading of books. In this respect I think it well to point out that there is, perhaps, no library in the country in which so small a sum (relatively) is paid for salaries and so large a sum for books. We thus subserve the true and only purpose of a library and furnish the only cause for its existence. It must not be inferred from this that we pay too little in salaries. On the contrary, we pay in most instances larger salaries than are paid in Eastern libraries and at least as much as prevails on this Coast. The reason of our comparatively small salary expense is that no unnecessary employees are put on the staff.

We are making rapid use of the Carnegie money. Out of that money has been built a branch in the Mission district, the work of the architect Mr. G. A. Lansburgh, and which is a success in every particular. The Noe Valley branch is nearly completed and will soon be dedicated. This is the work of the architect Mr. John Reid, jr., and is a great credit to him. We have appointed the architect Mr. G. A. Lansburgh for the design and building of a branch in the Sunset district of the city and Mr. Ernest Coxhead architect of a branch in what is known as Golden Gate Valley. We now have, in addition to the Main library, seven branches and sixteen deposit stations, and when the two branches in Sunset and Golden Gate Valley are in operation, we will have nine branches. This will make a very large library institution which will require a great deal of money to operate—much more than we have given to us now, particularly in view of the fact that four more branch libraries can be built out of the Carnegie money. It is well for us to insist upon this very strongly because unless insistence is made the needs of the Library will not be appreciated.

The musical part of our Library was greatly enhanced during the year by the sons of the late Rudolph Herold, who generously devoted to the Library the musical scores of their late father, Rudolph Herold.

The Commissioners of the French Government at the Panama-Pacific International Exposition donated, with great liberality and thoughtfulness, the books which they exhibited at the Exposition and which were known as "The Family Library." This collection contains the best literature of France and most of it is handsomely bound.

Two of the most welcome donations to the Library were the two mural paintings by Frank Vincent Du Mond, which were donated by the Exposition Directors and are to be

placed in the new library building. These paintings will forever constitute a part of that building and will remain on its walls as glorious reminders of an Exposition without parallel in the world's history.

One of the most successful additions which has been made to the Library has been the story hour for children, which has been started in the Park, Richmond and Mission branches. This was entered upon with much doubt by the Trustees, but its success has been so great as to dissipate all doubt as its success.

The greatest event, however, of our whole year has been the work done on the Main Library building. The architect of this building is Mr. George W. Kelham, who did so much of the architectural work of our great Exposition. The cornerstone was laid on April 15th, 1916, by the Mayor of the city, and already the work has so far progressed that all the granite is set and much of the interior work has been done. Indeed, unless some unusual event takes place, the building will be occupied by January of next year. The building is indeed a jewel of architecture and its interior arrangements are as perfect as present library architecture can be made. Indeed, our Secretary, Mr. Mullin, and our architect, Mr. Kelham, examined, before the plans were drawn, the principal libraries of the United States, with a view to making ours as perfect as possible. It can be said, I think, with the greatest confidence and without indulging too much in the superlative, that San Francisco is endowed with a library institution in its housing inferior to none in the country.

The press of the city has been very appreciative of our work and we beg to thank them for what they have said in our behalf. We must also say that we have been greatly favored by our staff, without which the results achieved by us could not have been brought about.

Respectfully submitted by order of the Board of Trustees of the Public Library and Reading Rooms.

EDWARD ROBESON TAYLOR,
President.

Report of the Secretary

To the Trustees of the San Francisco Public Library and Reading Rooms.

GENTLEMEN :

Following is a statement showing the Receipts and Expenditures for the year ending June 30, 1916:

RECEIPTS			
Balance in the Treasury June 30, 1915...		\$ 35,475.70	
Cash on hand (with Secretary) June 30, 1915		286.55	
Taxes	\$96,990.64		
Fines	3,616.40		
Books lost and paid for.....	166.95		
Bindings injured and paid for.....	3.90		
Reserve postals sold.....	256.15		
Subscriptions to Monthly Bulletin.....	1.25		
Old newspapers sold.....	16.20		
Refund on periodical subscription.....	2.00		
Old auto tire sold.....	4.55		
Old auto tube sold.....	.60		
Rent Jersey Street flats.....	92.85		
Witness fees.....	5.00		
Total receipts.....		\$101,156.49	\$136,918.74
DISBURSEMENTS			
Salaries	\$55,299.65		
Rent of branches.....	1,710.00		
Books	27,012.13		
Periodicals	2,363.12		
Catalogue cards.....	1,011.75		
Stationery	218.92		
Printing	2,516.68		
Binding	8,502.35		
Furniture and repairs.....	3,986.58		
Expense, sundry.....	1,826.61		
Fuel	993.59		
Water	726.15		
Insurance	870.60		
Total disbursements.....		\$107,038.13	
Balance in Treasury June 30, 1916.....		29,595.91	
Cash on hand (with Secretary) June 30, 1916		284.70	\$136,918.74

STATEMENT OF EXPENSES FOR BRANCHES AND STATIONS

	Mission Branch	Mc-Creery Branch	North Reach Branch	Richmond Branch	Park Branch	Fullmore Branch	Noe Valley Branch	Ocean View Stat'n	Potter Stat'n	Noe Valley Stat'n	Sun-set Stat'n	South S. F. Stat'n
Salaries	\$3,799.25	\$3,303.25	\$2,551.25	\$3,299.50	\$3,641.35	\$3,118.50	\$204.00	\$420.00	\$204.00	\$204.00	\$204.00
Rent	810.00	900.00
Furniture and Improvements	1,946.79	116.02	98.80	189.70	146.95
Expense, Sundry	65.50	21.20	14.85	31.60	56.35	39.35	2.05
Fuel	64.59	213.44	59.12	190.60	140.97	132.52
Water	29.30	139.82	24.80	186.09	24.25	27.80
Periodicals	161.55	136.36	136.25	131.55	173.20	156.90
Printing and Stationery	115.60	80.85	61.45	117.05	140.50	143.70	4.05	7.85	10.15	7.20	6.60
Binding	696.00	674.25	384.00	714.90	736.65	710.05
Books	1,720.39	726.49	558.11	1,452.54	1,405.43	1,174.03	4,958.98
Insurance	64.16	151.83	50.84	20.55	206.16	71.65	2.52	2.00	4.96	6.96	4.88
Totals	\$9,473.13	\$5,563.90	\$4,740.67	\$6,273.18	\$6,714.56	\$5,722.15	\$4,958.98	\$210.57	\$430.05	\$219.11	\$218.26	\$217.53

	Glen Park Stat'n	Ocean side Stat'n	Visitation Stat'n	San Bruno Stat'n	G. G. Val. Stat'n	Excelsior Stat'n	Polk Stat'n	Down-town Stat'n	Richmond Stat'n	Ingle-side Stat'n	Bernal Heights Stat'n	Deposit Col-lection	Totals
Salaries	\$204.00	\$204.00	\$204.00	\$204.00	\$240.00	\$240.00	\$204.00	\$102.00	\$204.00	\$204.00	\$204.00	\$23,163.10
Rent	1,710.00
Furniture and Improvements	2,498.26
Expense, Sundry	238.45
Fuel	2.45	2.10	80	30	90	10	802.24
Water	431.56
Periodicals	896.40
Printing and Stationery	3.35	3.40	4.90	4.80	7.05	5.15	7.60	14.95	7.00	4.30	3.95	761.45
Binding	4,126.15
Books	13,048.06
Insurance	2.35	4.00	3.22	596.08
Totals	\$209.70	\$211.40	\$211.35	\$214.12	\$247.85	\$245.45	\$212.20	\$117.85	\$210.00	\$208.30	\$208.05	\$1,832.39	\$48,571.75

Books of Deposit Collection have been distributed to Branches and Stations.

Respectfully submitted,
GEORGE A. MULLIN,

June 30, 1916.

Secretary

Report of the Librarian

To the Trustees of the Public Library and Reading Rooms of the City and County of San Francisco.

GENTLEMEN :

I have the honor to submit herewith the report of the Librarian for the fiscal year ending June 30, 1916.

The development of the past twelve months marks also the close of a decade devoted to the rehabilitation of the library. When the first steps for the reorganization of the library were taken and the actual work of re-establishing the collection commenced in the basement of the McCreery branch a few months after the fire, the undertaking seemed out of all proportion to our resources. No extra appropriation was made to meet the extraordinary demand made upon a less sum than that accorded other cities of the same size under normal conditions. That this has been accomplished and the use thereof greatly developed is clearly shown in the table of comparative statistics following.

	Circulation		Cardholders		Volumes in Library	
	1904-5	1915-16	1904-5	1915-16	1904-5	1915-16
Main Library	384,424	292,789	19,417	13,920	126,325	95,056
Branches—						
Fillmore	96,488	112,905	4,620	5,510	6,895	11,453
McCreery	74,162	110,288	3,344	5,348	4,735	10,680
Mission	128,396	152,733	5,780	7,095	8,162	12,213
Noe Valley						5,623
North Beach	49,265	64,545	2,546	3,247	4,766	7,216
Park	39,452	142,694	1,965	6,285	4,094	11,358
Richmond	32,231	132,412	1,269	5,351	3,949	9,579
Deposit Collection...	23,807	149,157	1,538	6,757	2,532	12,989
Totals	830,225	1,157,523	40,479	53,513	160,457	176,167

Although rapidly assembled, the library is in every detail a substantial one. In many respects it is superior to the collection destroyed.

Many files of early newspapers, local literary weeklies, and other rare and valuable early California and San Francisco items have been gradually replaced. Efforts have been directed to the consistent development of the separate depart-

ments, such as the fine arts and technical divisions, as well as the general reference and circulation departments. Very few important works are lacking to make the section of fine arts complete, as particular attention has been lately directed to filling in all the significant gaps. The most substantial and important additions both to this and to the general collection were made possible through the medium of extensive second-hand purchases. The technical books are essentially up-to-date, giving this division the utmost practical value. The section devoted to chemistry enjoys the careful supervision of the Pacific Coast branch of the American Chemical Society and thus keeps abreast of the most useful and important works in this field.

From its inception the music department has been supervised by Mr. Julius R. Weber and the fact that its proportions now warrant the provision made for it in the new library building, is due, in a great measure, to his faithful interest. With the material available and the equipment for its proper exploitation, the music library should take its place among the foremost music collections.

Although the work of restoration can not be considered complete, the quality of the material at the disposal of scholar and artisan, though probably less diverse, is better adapted to practical needs than formerly. The possibilities for extension are unlimited when economy of space need no longer be considered.

The number of branch libraries has been increased to seven. Of the four branch libraries undestroyed, two were in rented buildings. These two have since been removed into permanent structures built from the Carnegie fund. The North Beach branch was reopened in a rented building and is the only one of the seven not permanently provided for. The opening of the Noe Valley branch in the near future will provide for a district hitherto indifferently served by a deposit station. The deposit stations have more than doubled in number. From six stations with a circulation of 23,807 they have increased to sixteen, circulating 149,157 volumes. With the Main library building rapidly nearing completion, the most important attainment of all is within reach.

Notwithstanding the distractions of 1915, the circulation of 1,157,523 is the largest so far recorded and is an increase of 58,765 over the year previous. During the year 26,236 new cards were issued, making a total of 53,513. As our registration is of two years' duration, this compares favorably with

other libraries whose registration periods date from three to five years.

Special efforts have been expended throughout the year to develop the work with the children, building up and extending as far as possible the usefulness of this division. To this end the work with the schools has contributed greatly. The story hour conducted at the Richmond, Park and Mission branches has been successful beyond all expectations. At the Main library very little can be accomplished in this field. The children's corner overflows the space allotted and their books have long since been crowded out for lack of shelf-room. No class of readers can benefit more from the promise of the new building than the children, as they have suffered most from the limitations of the present one.

The total number of 176,167 volumes does not fully represent the entire resources of the library. Several thousand volumes of public documents were received from Washington through Senator James D. Phelan, and the French government has donated the "Family Library," an attractive feature of the French pavilion at the Exposition. These books have all been stored temporarily in the basement of one of the fire-proof branches. Valuable donations of music, including that of the Herold and Jacobs estates, have been stored, awaiting the opening of the music section in the new building. An additional donation of several hundred volumes of Spanish books was added to the Cebrian collection. Mr. Cebrian's generosity has made our collection of Spanish literature an enviable one.

The Mission branch was opened to the public December 30, 1915. Satisfaction with the building has been general. It supplies a long felt want in giving the Mission district a commodious and attractive library. The following extract from the architect's description gives a detailed account of the beauty and dignity of the whole.

The Mission branch library in San Francisco is an interesting example of an individual type of Spanish architecture. Its design was suggested by the fact that the building is located in that portion of the city called the Mission district. The building faces on two streets, with its exterior in matt glazed cream terra cotta with the ornament around the windows and entrances, in the frieze and belt courses done in polychrome terra cotta of tan, green, orange and blue. The ground story windows and entrances have metal grilles, the roof overhang is wood timbered and the roof is covered with red Mission tiles. The frieze contains the name of the building, while on tablets below the reading-room windows appear the names of authors.

The main entrance leads directly from the sidewalk through a small vestibule with double sets of doors to the entrance hall, which is finished in marble with plaster cornice. This hall opens to the left into a commodious lecture hall, which also has an

entrance from the side street. To the right of the entrance is the children's department. From the vestibule the wide and easy stairs lead directly to the delivery desk in the main reading-room.

The walls above the book cases and the ceiling are finished in plaster imitation of travertine stone. The windows are round headed and have penetrations over them into the arched ceiling.

An exceptional stock of books, both in point of quality and quantity, has been prepared for the Noe Valley branch. It is expected that some of the patronage of the Mission branch will be deflected to this branch.

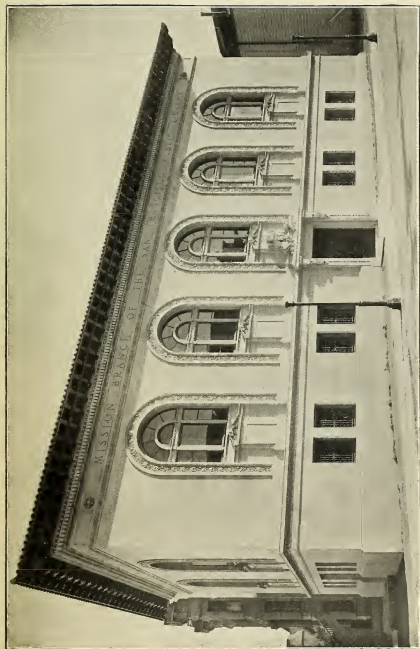
Work has proceeded at the Main library under the most congested conditions. The rooms are at all times overcrowded and there is not adequate shelving for the books as they are received. Such conditions have doubled the work in all departments, but in spite of these difficulties, efficient service of the public has not been impaired.

An inventory was taken at the Main library and at each branch and although not quite complete, the number of books missing, particularly from the Main library, is considerably less than expected.

The new library will make necessary a number of new departments whose conduct will require many new assistants. An examination of applicants was held April 8, 1916. The tests were conducted along slightly different lines than formerly and an unusually large number of candidates has taken the probationary work. For the purpose of maintaining the standard of service and encouraging efficiency, some amendments to the rules for library service have been adopted.

The problem of supplying assistants to fill positions during the vacations of the regular members of the staff has been a trying one for a number of seasons past. In anticipation of an increase of this difficulty with the enlargement of the staff, provision for the employment of temporary vacation substitutes has been made. The practice of holding an examination for substitutes when there are no positions to offer save a few months' employment in the summer, will be no longer necessary. By this means it will also be possible to confine the vacations to the three months during which the work is lightest and the period need not be prolonged into the fall.

A series of bibliographies for the municipal reference library has been compiled by the reference librarian and published in the Municipal Record at intervals. The publicity obtained has given some prominence to this department, which is to be an important one when accommodations may be provided for its separate conduct.



MISSION BRANCH

The method of supplying the outlying districts by deposit stations has been generally productive of very good results. In some instances, however, more satisfactory arrangements should be made. Conducted in a small store, the library station is usually secondary to the commercial consideration both in point of service and in the amount of shelf-room allowed. The collection, of necessity limited, must be further curtailed to meet these conditions, and room for a few essential reference works and the opportunity to use them is denied. In several locations this lack of a reading room is really a serious deprivation and the matter of some improvement in the establishment of a sub-branch is one worthy of attention. Such a sub-branch in a small rented building with a trained assistant in charge of a suitable assortment of books would be greatly in advance of the present system.

Many other improvements similar to those successfully developed by other cities suggest themselves, but unless the appropriation be increased they cannot be carried out. The appropriation has not kept pace with the growth and development of the library during these later years.

Expansion in the matter of new branches alone under financially inelastic conditions is accomplished with difficulty. The equipment of a new branch involves not only maintenance as well as an increased expenditure for books inadequately provided for, but from the time of ordering the books until all have been catalogued and placed upon the shelves an immense amount of extra work is exacted of all. With a staff one-third less than that of any other library undertaking a like volume of work this is somewhat of a hardship.

A detailed account of the work in various departments follows in extracts from reports made by heads of departments and branch librarians.

In closing I wish to commend the fine spirit of the staff whose untiring energy, and courtesy have made it possible to handle successfully the large volume of work under the most adverse conditions. To them and to the Honorable Board of Trustees I wish to express my sincere thanks for their co-operation and help throughout the year.

Respectfully submitted,

ROBERT REA,
Librarian

REFERENCE DEPARTMENT

In submitting the report of the reference department for the year 1915-16, it should be stated that the work falls into three main divisions: the use and care of the general reference library; the handling of bound and current periodicals; and the service given to newspaper readers.

With regard to the reference work proper, the year from beginning to end has been a period of unvarying activity. The requests for books and information, of necessity, cover a wide range of topics. The lines of development in the use of the reference department have been in the sections of fine arts and modern languages, both demand and supply in these subjects having been greater than in past years. The keen interest in modern painting, sculpture, tapestries, and music proved the value of every purchase in these classes; while the collection of books and periodicals in the Spanish language has been a source of pleasure to the readers who drew from it throughout the year.

During the late winter and early spring months there was a remarkable increase in the use of the teachers' professional literature—pedagogics, reviews and all publications bearing on the modern interpretation and application of educational theories. As might be expected, while the schools are in session the help given to school children and the guidance of the library work of the older students have been increasingly important functions of this department.

The use of technical material, always a special feature of San Francisco reading and reference rooms, shows its greatest activity in the lines of chemistry and electricity. There is a marked revival of interest in works on naval architecture and marine engineering. The demand for recently published books on business methods is constant and urgent.

In considering the second division of the service, the care of the current and bound periodicals, it is a satisfaction to note that the range of usefulness of this department has been greatly extended by the additions made to the subscription list during the year; there is active demand for English, French, German and Spanish weeklies, as well as for all art and technical journals. While publications of the higher grade are subjected to the most severe wear, all magazines that print comment on the events of the passing months have a large following of eager readers.

There can be no doubt that the third branch of work assigned to the reference department, supervision of newspapers on file in the library, is of increasing value to the public. The daily attendance of readers is large; but the searching done in the earlier issues of the San Francisco papers by lawyers, newspaper men and others is often of vital importance, as the information sought can be obtained in no other way. It is good to be able to say that the gaps in these files of papers are closing as old copies come to light in various parts of the state, and are acquired by the library.

As the reading and consulting of books, magazines and newspapers must be done in one room, overcrowding has been unavoidable. All available space is filled from early in the day until closing time. The establishment of the municipal offices in the Civic Center and the location of extension classes of the University of California in the building of the High School of Commerce made the reference department easier of access for many readers. This was particularly noticeable at noon and in the evening. There has been a marked increase in attendance during the hours between six and nine p. m.

According to the practice of making preparation for special holidays and festivals, a selection of Shakespearean literature was displayed during the Shakespeare tercentenary celebration.

In reviewing the twelve months ending June 30, 1916, three points are notable as characteristic of the year's work: first, the large use of reference material, particularly in the sections devoted to fine arts and technical literature; second, the heavy demand for periodicals, with the resulting strain on the supply; third, the increased number of busy men who spend their evenings in the companionship of friendly books.

MARY ALOYSIA BYRNE,
Reference Librarian

CATALOGUE DEPARTMENT

There were catalogued in this department for the fiscal year just ended, 24,407 volumes. Of this number, 13,763 were new titles, an increase of 2,292 new titles over the preceding year. While the total number of volumes shows a decrease of 446, this is due to the fewer number of replacements of worn-out copies. The following table shows the number of books catalogued:

of scholarly, and technical or popularly informative works, have been suspended to a great extent on account of the war.

On the other hand, the decrease in the number of volumes added, apart from the impetus lacking in the supply of new books, is also indicative of the gradual solidification of the collection. The policy of the library in purchasing thousands of volumes yearly from second-hand book dealers has been necessary for the establishment of the library on those foundational works of substantial value that are no longer in print. Thus the decrease in second-hand purchases from 6,000 volumes last year to 3,436 volumes for 1915-16 is evidence of the determined and permanent growth of the essential composition of the library.

The principal additions were made in the fine arts division. A number of very fine sets and single works of value have been acquired. Dictionaries in Slavic and non-European languages were added to the reference collection.

Several hundred volumes of new material were provided for both the Richmond and Mission branches and many of the older books at the Mission branch have been withdrawn for the substitution of more up-to-date reference works.

The Noe Valley branch will open with an exceptionally attractive and complete stock of books. Many months have been devoted to providing this branch with a well-selected, practical and useful collection. A similar selection is to be provided for the Mission branch, whose supply of books will be further extended and freshened.

The contract for furnishing domestic publications was again awarded to the White House. Some slight changes in the discounts offered for the coming year have been made, but an entirely desirable arrangement for the library continues in force.

Foreign and other publications remain with Stechert & Co. of New York, who afford superior service and moderate terms as usual.

Many new works have been added to the music section on the recommendation of Mr. Julius R. Weber. A valuable gift of Mr. Rudolph Herold's orchestral library was presented to the library by the Messrs. Rudolph J., Oscar, Hugo, and Roderick Herold. The late Mr. Herold's library is a well-known and important collection and will greatly enhance the quality of the music section.

Mr. John C. Cebrian has increased his donation of Spanish books by several hundred volumes. The Spanish section

under Mr. Cebrian's patronage is becoming a notable one. Mrs. Rafaela G. de Marcor very kindly compiled an elaborate list of Spanish additions, the greater number of which were at once ordered. Miss Godchaux, as before, has directed the principal French purchases.

ANNETTE WINDELE,
Chief of the Order Department

BINDING DEPARTMENT

The number of books bound for the branches is approximately the same as last year. The increase shown below is confined principally to the Main library and the deposit stations.

	1914-15	1915-16
Main library	4,417	5,609
Deposit stations	1,276	1,717
Fillmore branch	1,182	1,309
McCreery branch	1,126	1,378
Mission branch	2,104	1,565
North Beach branch.....	669	719
Park branch	1,514	1,495
Richmond branch	1,242	1,409
Totals.....	13,530	15,201

Table Showing Materials Used

	Books						
	*Oa	HB	Cow	Mor	Vel	OaP	Rec
Main library	2,813	1,544	95	17	21	47	57
Deposit stations	1,672	45
Fillmore branch	1,099	130	8	4	...
McCreery branch	1,153	148	8	1	...
Mission branch	1,307	179	11	2	...
North Beach branch.....	628	22	4	1	...
Park branch	1,117	291	8	5
Richmond branch	1,230	104	5	3	3
Totals	11,019	2,463	139	17	21	58	76

	Periodicals						News- papers	Totals
	HB	Cow	Duck	Mor	OaP	Rec	Duck	
Main library	567	55	159	136	6	2	90	5,609
Deposit stations	1,717
Fillmore branch.....	10	53	1,309
McCreery branch.....	9	59	1,378
Mission branch.....	10	45	1,565
North Beach branch...	8	56	719
Park branch	21	53	1,495
Richmond branch....	12	52	1,409
Totals.....	637	378	159	136	6	2	90	15,201

*Oa—Oasis
HB—Holliston Buckram
Cow—Cowhide

Vel—Vellum
OaP—Oasis paneled

Rec—Re-case
Mor—Morocco

The rebinding of books and the binding of periodicals, newspapers and other serials, continues to be very satisfactory. Some improvements in the finishing have been suggested for the coming year.

The work of the year includes the binding of eight sets of magazines purchased unbound. Among these may be mentioned 108 volumes of the London Quarterly Review and 37 volumes of the Pennsylvania Magazine. There were also bound 179 volumes of the publications of the Early English Text Society.

Periodical Department

The periodicals subscribed for at the present time are practically the same as last year. The total of these now amounts to 375 for the Main library and 301 for the branches. (These figures include duplicate copies) The Main library also subscribes to 27 newspapers, and each branch to 5 local newspapers. A number of periodicals and newspapers are received as gifts. (Periodicals 153, newspapers 53) These gifts do not include federal, state and municipal documents nor university and library publications.

A number of periodicals have ceased publication during the year and several have been consolidated.

G. E. Stechert & Co. of New York City continue to supply the library with its foreign periodicals. These are not received as regularly as during the first year of the war, but the greater portion of them eventually reach the library.

BERTHA S. HAFNER,

Binding and Periodicals

BRANCHES AND STATIONS

Although the actual growth is indicated in the figures of the statistics, the steady increase in all departments of the work and the new activities undertaken in the new and old branches alike, constitute a significant development apart from the gains in circulation. The new buildings for the Mission and Richmond branches have been adequate in every respect for the sections served. At the busy periods at the Mission branch the building is well filled but not to discomfort. More reference work has been done advantageously and the public

need depend less upon the Main library as a source of casual help and information.

A better understanding of the resources of the Main library as available for branch readers through the messenger service, is becoming more general. The change in the form of order slip has given more latitude in filling the orders and the number of those returned unfilled is consequently lessened. Many of the orders received daily at the Main library must be looked up in the main catalogue for call number or other information.

It has been difficult to meet the demand for foreign books for readers at the branches and stations. Owing to the lack of a printed list the main collection is comparatively inaccessible for these readers except for calls made for recent titles appearing in the Bulletin. In order to improve the supply for each branch it will be necessary to add extensively to the deposit collection.

The story hour has been established in three of the branch libraries and will be adopted in all as soon as suitable provision can be made to undertake this work successfully. Not only is it of great interest to the children but it is a very necessary feature of work with juvenile readers.

Although there is always a public demand for new branches it is not always possible to respond. A new building in the Noe Valley will be occupied as the seventh branch, and will be opened in the near future. At present five of the branches are in permanent library buildings.

No new stations have been opened during the year but the end of the station department in supplying books for those who for lack of time can not go to any library has been conscientiously served. Meetings of the branch librarians were held at intervals throughout the year.

The formal opening of the Mission branch took place December 30, 1915. Although the opening had not been advertised it was very well attended. The comfort, beauty and equipment of the building met with general approval and appreciation. It is now felt to be permanently adequate for the district.

At the North Beach branch development is hampered to a certain extent by the overcrowded building. The shelves require constant shifting and supervision to preserve any degree of order. The greater number of the juvenile readers at this branch are of the Oriental and Latin races.

The advance accomplished by the Richmond branch in the

past two years has been considerable and even greater growth can be hoped for. The district is a large and growing one and is extremely progressive.

At the Park branch colored picture books have been provided for the younger children. Besides providing entertainment and distraction for the children they have been of great assistance as they spare the collection much handling and lessen the time taken up by unnecessary sorting. Special occasions such as the Shakespeare tercentenary, etc., have been prepared for with assortments of books and picture posters.

The Fillmore branch in spite of the alterations made not long ago is much too small for the number of readers who come daily to this branch. Particularly in the winter, conditions are most uncomfortable.

BELLE A. GOLDMAN,

Supervisor of Branches and Stations.

Mission Branch.—After more than twenty-five years during which the Mission branch has outgrown a number of temporary locations it is permanently established in the new building at Twenty-fourth and Bartlett streets. This is the second branch to be built from the Carnegie fund and has justified expectations in the handsome and practical building designed in harmony with the historic associations of the Mission and meeting every requirement of comfort.

The greater part of the collection acquired in recent years is a substantial and important basis for the new building's collection. Numbers of the oldest works have been abandoned and preparation has been made for the introduction of several hundred new books. Many of these new books of a practical and interesting quality have been purchased and are in process of cataloguing. It is intended to renovate the whole collection and to make further additions to all the classes.

At present the children's department is included in the main reading room but a separate room has been provided on the ground floor for this branch of the work. The story hour is being conducted here with great success, and when the juvenile work is undertaken separately the best results may be looked for.

With the additional space afforded by this transfer, the building will meet comfortably the demand made upon it by the large district served, as well as provide additional shelf-room for the new books needed. The circulation of 152,733

volumes is an increase of 2,800 for the year. In consideration of the decrease incident to the days during which the library was closed for removal this is a satisfactory advance in proof of durable growth.

A complete revision of the records has been undertaken and the installation of a separate shelf-list completed. The work of taking an inventory of the books is well under way.

The total number of volumes in the branch at present is 12,213 and the number of cardholders is 7,095.

The timely use of every possible means of extending the library influence through the schools and district organizations contributes to increase the number of persons availing themselves of the library's resources. With the opening of school many activities suspended during the later months of the term and during vacation will be resumed and with the new books well on their way, greater development can be looked for in the coming months.

Park Branch.—Work at the Park branch maintains a steady increase in all departments. During the winter months the attendance was unusual. It was difficult to accommodate the number of readers who crowded the building during the busy hours. The usual slight decrease incident to the summer months is more noticeable this year in contrast to the sustained circulation of last summer due to the Exposition.

Additions for the year have been many and well distributed throughout the classes. The demand for French and German books continues, and, in addition, requests for Spanish books have been very general.

The juvenile department becomes more popular yearly, the seating capacity is far too limited and our shelf-room will soon be overcrowded. In May the story hour was introduced and has been very well received. The schools were notified and announcement made in the neighborhood paper and as a result an attendance of from eighty to two hundred children between the ages of four and twelve years has been recorded each week.

Programmes consistent with the age of the children and arranged to be instructive and interesting have been carried out.

The picture bulletins and posters have been of interest to adults as well as to the children.

A long felt want has been filled in the supply of picture books for the smaller children. The younger children are

satisfied with these table books instead of misplacing numbers of books on the shelves in a search for colored pictures.

The amount of reference work is constantly increasing. With the important additions made to this section during the year the material at our disposal is greatly improved and requests for assistance can be met with facility.

The customary visits have been paid to the neighboring schools and the same harmonious co-operation has been maintained.

New cabinets for catalogue and shelf-list have been installed, adding greatly to the working convenience.

Richmond Branch.—The second year in the new Carnegie building has been one of continued growth. The increase of patronage shown with the establishment of the branch in the new building has not wavered and the total circulation for the year of 132,412 volumes for home use is an advance of 20,057 over last year. The number of cards in force has increased to 5,351, an addition of 936 for the year.

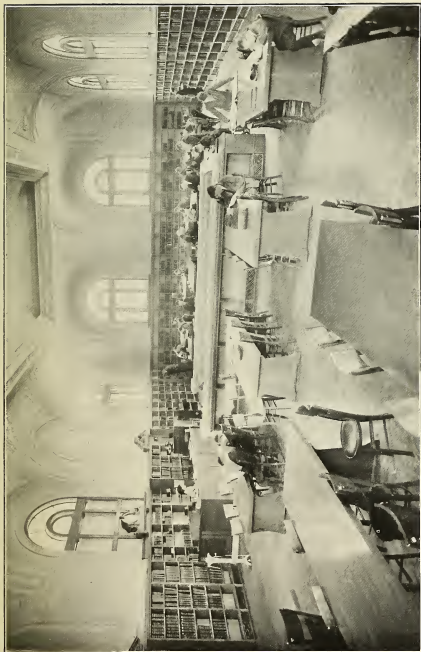
The story hour for children was started at this branch in March, and has been an important feature of the year's work. The auditorium was arranged as comfortably as possible, by the installation of low benches for the little children, and the addition of posters and flowers has added to the general interest and attractiveness.

The story hour is held every Friday afternoon after school and has been very well attended. From 96 to 275 children have attended weekly. The first half hour is devoted to the younger children and the last half to the older ones.

The programmes are planned to begin with fairy stories, legends and other favorites, and to progress gradually to the popular classics of all literatures.

The schools in the vicinity have been visited and applications have been distributed to teachers and pupils. The library has successfully supplied the demand thus created for books supplemental to school work and of a class indicative of better directed reading. Material for teachers' lists have been supplied partly from the branch collection and partly from the Main library.

The supply of reference books has been greatly improved. Everything is up-to-date and practical. Old editions have been replaced by the very latest and many new authorities have been added. Consequently reference work can be readily and satis-



MISSION BRANCH—READING ROOM

factorily undertaken with excellent results. All the miscellaneous books are being analyzed, giving prominence to all the available material on different subjects not brought out in the cataloguing, making such data readily accessible at short notice.

Careful supervision of the shelves in promptly discarding soiled and shabby copies of books and rebinding those in need of restoration improves the general appearance of the collection and adds to the working value of the books.

The extra copies of the daily newspapers have been a source of satisfaction to the patrons and an improvement in this service.

During the time spent by probationers at the branch an inventory of the books was taken with their assistance.

The building is comfortable and commodious and is a constant source of satisfaction to all who use the library.

Fillmore Branch.—During the past year the work at this branch was affected to a great extent by the Exposition. The call for books on art, architecture, music, legendary lore, etc., was more pronounced than ever before. Continued interest in this class of reading has perceptibly lowered the fiction percentage. As the knowledge and appreciation of the collection of music at the Main library has increased, some patrons have preferred to consult the music there directly, rather than send for it through the branch, thus recording a decrease of usage here in that class of books.

With the exception of occasional interest in Exposition topics, the demand for material for club programmes, usually a prominent feature of the work at this branch, was not as great as usual. This activity will no doubt be renewed in the coming months and preparation for it is being made by listing magazine material on topics of current interest.

The schools have been visited and every possible assistance has been given in filling the wants from teachers' and children's lists. It is, of course, impossible to meet the demand for fifty or more copies of supplemental texts but everything that is within our resources is at their disposal. Several private schools in the neighborhood have specialized along reference lines not coincident with that of the public school, and it is therefore possible to help both.

The class of new books received during the year has helped to increase the reading of non-fiction. Many popular and timely works of general interest in all the classes have been received as well as the new fiction.

Statistics for the year show a noticeable increase but the need for a larger building grows more evident every month. Some minor repairs have been made but the branch is much crowded for shelf-room, and is without space for the activities which the newer branches are able to develop. This is particularly true of the children's department, for which a separate room is an urgent necessity.

During the last month an inventory of books was taken. In this the probationers who were at the branch during that time were of practical assistance as well as eager to learn and genuinely interested.

McCreery Branch.—The number of volumes circulated for home use during the year was 110,288, showing an increase of 6,683 over last year. This increase is characterized by an unusually large juvenile circulation. The number of juvenile books issued was 26,052, slightly less than one-fourth of the total circulation.

Applications have been distributed in all the schools in this locality and the number of school pupils using the library has greatly increased. Even better results may be looked for when the story hour shall be conducted at this branch within the next few months.

An effort to popularize the other departments of the library through some relation with neighborhood organizations is programmed for the near future. The exceptional facilities at this branch are well worth the encouragement of greater extension.

The number of new cards issued was 2,328, bringing the total number of cardholders up to 5,348.

The card catalogue has been enlarged and some work of revision has been completed. Soiled and worn-out cards have been replaced and many additional entries made. The work of compiling a new shelf-list uniform with that of the main library has been undertaken.

The reference collection at this branch is one of the most comprehensive and useful. Some additions have been made during the year and the encyclopedias are to be withdrawn in favor of later editions.

Arrangements have been made for the renovation of the building and the installation of new lighting fixtures.

North Beach Branch.—The result of the visits paid to the numerous schools in this vicinity has been felt in the increased

number of children who use the library. The connection being first established through the medium of the school work, it is not long before an appreciation of everything the library has to offer is developed, consequently the children's corner is crowded daily. Lists of books of particular interest have been prepared from time to time and have been of interest and assistance. It is not possible to introduce many features of the work with children such as have been undertaken at the larger branches solely on account of the lack of room. The field is an excellent one, as the direction of the reading of the Oriental children and the children of other foreign parentage is a necessity. The present limited space not only hinders the work but does not afford shelf-room for needed books.

The greatest number of additions for the year have been in the juvenile department where many lacks have been supplied.

The circulation for the year totals 64,545, of which 2,633 were books in foreign languages.

APPENDIX I

Registration

1915

1916

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Totals
Main Library	656	587	500	555	564	552	847	702	651	434	477	537	7,062
Branches—													
Fillmore	193	248	268	281	220	194	271	250	261	158	204	241	2,789
McCreery	136	137	175	205	168	198	184	267	439	166	144	109	2,328
Mission	221	296	244	295	237	192	579	498	337	266	198	218	3,562
North Beach	83	102	115	116	101	82	144	165	332	153	136	105	1,634
Park	234	254	252	283	232	204	333	275	298	197	188	240	3,080
Richmond	190	211	314	258	187	167	271	238	260	183	171	174	2,674
Deposit Stations—													
Bernal Heights	10	14	11	16	16	15	19	14	22	7	13	15	172
Downtown	36	43	42	48	36	24	60	55	51	36	46	40	517
Excelsior	4	10	16	8	12	14	28	11	36	6	14	12	171
Glen Park	4	11	10	19	17	16	8	8	17	8	3	9	130
Golden Gate Valley ..	18	22	8	22	9	14	11	19	13	19	5	11	161
Ingleside	2	7	5	6	5	10	10	12	5	10	11	8	91
Noe Valley	11	27	24	37	38	20	39	28	32	20	23	12	311
Ocean View	3	19	15	17	16	17	14	13	38	19	17	9	187
Oceanside	14	19	11	11	5	9	11	12	9	19	10	8	135
Polk	13	17	19	15	8	9	16	20	13	10	17	13	170
Potrero	12	14	22	18	20	13	15	19	20	21	13	16	203
Richmond	9	18	47	37	14	24	21	24	30	10	17	28	279
San Bruno	2	12	11	11	9	3	13	16	9	5	14	14	119
South San Francisco ..	8	17	18	7	17	8	13	18	15	18	8	12	159
Sunset	15	17	25	21	19	14	18	24	20	28	16	20	236
Visitation Valley	4	5	2	6	7	5	7	11	9	2	4	4	66
Total	1,878	2,107	2,244	2,282	2,007	1,802	2,932	2,669	2,917	1,795	1,748	1,855	28,236

APPENDIX II

Summary of Circulation by Months

	Main Library	Mission Branch	McCreery Branch	North Beach Branch	Richmond Branch	Park Branch	Fillmore Branch	Deposit Stations	Totals
July, 1915	22,624	12,086	9,441	4,878	10,482	11,719	8,749	11,845	91,824
August	23,061	12,201	9,075	4,801	10,332	12,236	9,282	11,497	92,485
September	22,333	12,172	9,019	4,786	10,726	11,733	9,129	11,337	91,735
October	23,564	12,448	10,005	4,969	11,308	12,145	9,643	12,216	96,298
November	23,045	12,477	9,055	5,044	11,116	11,678	9,389	11,192	92,996
December	22,826	10,579	8,969	4,888	10,762	11,292	9,124	13,546	91,986
January, 1916	26,338	14,801	9,445	5,354	12,320	12,741	9,336	11,432	102,288
February	26,331	14,141	9,089	5,463	11,709	12,042	9,666	13,066	103,506
March	27,930	14,280	9,623	5,517	11,395	12,605	9,370	12,336	105,056
April	25,572	12,805	8,752	5,928	10,597	11,830	9,290	12,349	96,873
May	25,673	12,564	8,080	6,239	10,733	11,453	9,509	12,456	96,707
June	23,492	12,179	9,735	5,678	10,432	11,470	9,418	13,385	95,789
Total	292,789	152,733	110,288	64,545	132,412	142,694	112,905	149,157	1,157,523

APPENDIX III

Stations

1915

Circulation by Months

1916

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Totals
Bernal Heights	796	766	844	746	757	969	667	864	759	691	768	839	9,486
Downtown	1,379	1,630	1,371	1,385	1,392	1,260	1,392	1,899	1,291	1,401	1,610	1,887	16,997
Excelsior	654	581	538	539	438	702	476	701	555	853	684	861	7,122
Glen Park	813	810	820	789	841	1,158	711	1,126	1,058	887	863	996	10,372
Golden Gate Valley	620	632	651	650	604	540	526	710	458	558	649	480	7,108
Ingleside	596	616	664	556	568	755	594	760	799	603	753	480	8,077
Noe Valley	855	1,013	868	858	796	1,207	898	1,117	1,135	990	1,114	1,272	12,173
Ocean View	531	564	552	521	584	776	626	889	690	712	689	743	7,857
Oceanside	337	393	381	323	440	447	372	546	391	403	487	544	5,124
Polk	747	762	710	738	625	653	637	773	659	627	703	724	8,358
Potrero	727	640	721	719	648	842	743	874	785	830	664	701	8,924
Richmond	717	787	980	942	911	907	936	1,205	943	1,003	954	957	11,232
San Bruno	1,062	813	884	915	559	854	616	758	578	635	523	574	8,711
South San Francisco	530	535	589	606	543	716	669	1,081	671	686	587	605	7,818
Sunset	869	915	602	1,252	933	971	946	1,144	898	1,028	1,053	1,097	11,768
Visitation Valley	622	580	662	657	553	789	624	618	516	642	365	602	7,230
Total	11,845	11,497	11,837	12,216	11,192	13,546	11,433	15,065	12,356	12,349	12,456	13,355	149,157

APPENDIX IV

Adult Circulation by Classes

	Main Library	Mission Branch	McCreery Branch	North Beach Branch	Richmond Branch	Park Branch	Fillmore Branch	Deposit Stations	Totals
General Works	315	51	16	27	49	77	55	27	617
Periodicals	3,459	3,440	3,987	2,537	4,084	4,450	3,459	37	25,453
Philosophy	5,938	477	231	142	438	774	503	37	8,540
Religion	4,285	666	585	293	601	671	895	245	8,231
Sociology	8,517	1,082	554	334	972	1,341	976	164	13,940
Philology	1,681	17	83	97	38	141	63	25	2,145
Natural Science	6,923	1,078	552	285	708	1,298	925	189	11,758
Useful Arts	14,335	1,328	1,213	885	2,024	2,302	1,404	343	24,634
Fine Arts	6,238	515	482	136	617	1,189	752	58	10,107
Music	6,369	89	491	67	231	0	0	21	7,868
Sports, Pastimes	2,342	603	318	240	562	773	471	203	5,511
Literature	16,762	2,460	1,965	1,279	2,154	2,977	2,961	642	31,200
History	6,873	2,039	1,276	651	1,450	1,811	1,675	385	16,160
Travel	9,471	1,932	1,203	791	1,880	2,135	1,679	391	19,482
Biography	7,425	879	1,213	293	799	1,171	930	377	13,087
Fiction	130,563	82,519	58,694	27,253	75,685	84,306	60,113	94,643	613,756
Foreign Fiction	13,073	1,484	1,273	2,633	948	971	1,001	964	22,347

APPENDIX VI

Home Circulation by Classes—Per Cent

[illegible]

APPENDIX VII

General Summary

	Main Library	Mission Branch	Mc- Creery Branch	North Beach Branch	Rich- mond Branch	Park Branch	Fillmore Branch	Noe Valley Branch	Deposit Stations	Total
Volumes circulated	292,789	152,733	110,288	64,545	132,412	142,694	112,905	0	149,157	1,157,523
Cards issued	7,062	3,562	2,328	1,634	2,674	3,080	2,789	0	3,107	26,236
Cards in force	13,920	7,095	5,348	3,247	5,351	6,285	5,510	0	6,757	53,513
Volumes sent to bindery	5,609	1,565	1,378	719	1,409	1,495	1,309	0	1,717	15,201
Volumes added	10,825	2,019	975	720	1,608	1,307	1,196	5,623	1,374	25,647
Volumes withdrawn	2,692	1,409	1,091	355	534	1,172	1,040	0	900	9,243
Volumes in library, June 30, '16	95,056	12,213	10,680	7,216	9,579	11,358	11,453	5,623	12,989	176,167

APPENDIX VIII

General Summary, 1904-1916

	Main Library				Mission Branch				McCreery Branch				North Beach Branch			
	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force
1904-5.....	7,087	126,325	384,424	19,417	1,471	8,162	128,396	5,780	1,557	4,735	74,162	3,344	651	4,766	49,265	2,546
1905-6.....	No records			2,139	8,653	102,139	5,229	1,603	6,318	85,846	4,837
1906-7.....	*16,006	17,201	30,831	2,247	1,408	8,998	133,952	7,932	878	6,470	104,428	7,313
1907-8.....	8,468	25,215	30,831	2,247	1,408	8,998	133,952	7,932	878	6,470	104,428	7,313
1908-9.....	14,591	39,393	141,031	7,048	1,680	9,555	136,456	6,832	1,394	7,392	96,383	5,282	2,718	2,718	27,371	1,312
1909-10.....	9,373	48,357	160,516	9,105	1,962	10,235	133,439	7,062	1,769	8,482	87,789	4,587	1,488	4,198	40,338	2,002
1910-11.....	6,579	53,732	183,954	8,955	2,091	10,350	136,104	6,343	1,382	9,257	93,567	4,219	617	4,775	45,438	2,058
1911-12.....	8,680	61,499	178,086	9,858	1,721	10,731	138,455	6,530	1,279	9,689	93,071	4,133	832	5,376	44,387	2,277
1912-13.....	7,575	67,797	188,558	10,738	1,546	11,479	135,119	6,503	936	10,227	89,231	3,795	610	5,764	48,562	2,413
1913-14.....	11,144	77,542	240,112	11,873	1,825	11,596	134,347	6,567	1,186	10,545	86,888	3,886	911	6,303	49,896	2,413
1914-15.....	12,485	86,823	272,886	13,166	2,342	11,698	143,911	6,732	1,228	10,796	103,605	4,906	999	6,849	50,561	2,707
1915-16.....	10,825	96,056	292,789	13,920	2,013	12,213	152,733	7,095	975	10,680	110,288	5,348	720	7,215	64,545	3,247

	Richmond Branch				Park Branch				Fillmore Branch				Deposit Stations				Totals			
	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force	Vols. Added	Total No. Vols.	Vols. Circ.	Cards in Force
1904-5.....	428	2,949	32,231	1,269	648	4,094	39,452	1,965	1,290	6,895	96,488	4,620	397	2,532	23,807	1,538	13,529	160,457	830,225	40,479
1905-6.....
1906-7.....
1907-8.....
1908-9.....
1909-10.....
1910-11.....
1911-12.....
1912-13.....
1913-14.....
1914-15.....
1915-16.....

*Includes Deposit Collection.
†Includes 5,623 volumes for Noe Valley branch.

APPENDIX IX

Statistics According to Form Adopted by American Library Association

Annual report for the year ending June 30, 1916.
 San Francisco Public Library, San Francisco, California.
 Population, 452,255 (U. S. Census Bureau estimate, 1915)
 Free for lending; free for reference.
 Main library; six branches; sixteen deposit stations.
 Main library and branches open 357 days; for reading and lending 75½ hours per week.
 Total number on staff—49.
 Number of volumes at beginning of year—159,763.
 Number of volumes added during year by purchase—25,647.
 Number of volumes withdrawn—9,243.
 Total number of volumes at end of year—176,167.
 Number of volumes of fiction lent for home use—613,756.
 Total number of volumes lent for home use—1,157,523.
 Number of borrowers registered during the year—26,236.
 Total number of registered borrowers—53,513.
 Registration period, years—Two years.
 Number of newspapers and periodicals currently received—titles, 375; copies, 676.
 No count kept of number of people using reading rooms.

RECEIPTS

Balance on hand.....	\$35,475.70
Taxes	96,990.64
Fines	3,616.40
Other sources	836.00
Total	\$136,918.74

MAINTENANCE

Books	\$27,012.13
Periodicals and newspapers	2,363.12
Binding	8,502.35
Salaries (all).....	55,299.65
Insurance	870.60
Rent	1,710.00
Heat	993.59
Light (city)	753.04
Other maintenance	18,753.04
Total	\$107,038.13

APPENDIX X

Questions Asked at Examination of Applicants for Positions in Library Service, April 8, 1916

LITERATURE AND ART

- Write not less than two hundred words upon one of the following subjects:
 - Elizabethan prose writers.
 - Growth of the English drama.
 - English novel.
- Who wrote the following? Select 15 and characterize as play, poem, novel, etc.:
 Jew of Malta; Trojan women; Crown of wild olive; Alexander's feast; Jesuits in North America; Ruy Blas; Eve of St. Agnes; Rise of the Dutch republic; Representative men; Ordeal by battle; Turmoil; Lady Windermere's fan; Eugenie Grandet; Peer Gynt; Idea of a university; Alchemist; Andrea del Sarto; Emma; Orlando Furioso; Coningsby.
- Give the title of an important work by each of the following authors:
 Virgil; Aeschylus; De Quincey; Gibbon; Molière; Schiller; Goldsmith; Tasso; Stevenson; Prescott; Chaucer; Pater; Spencer; Lowell.
- Which are the leading names in contemporary French, German, Italian and Russian literature? Give the title of a work by each.
- Give authors and titles of books that you could recommend to a patron on the following subjects:
 Political economy; Greek art; American government; Chemistry; Ancient Egypt; Novel on Californian life.

6. What periodicals would you consult for
 - (a) Book reviews.
 - (b) Current events.
 - (c) Travel and description.
 - (d) Social service.
 - (e) Art.
7. Name six books (not fiction) by contemporary English and American authors that you could recommend to a library patron. Characterize each briefly.
8. Fine arts:
 - Name 4 great paintings with artist of each.
 - 4 famous works of sculpture.
 - 3 famous cathedrals, giving location.
 - 3 famous art galleries or museums.
 - 3 great operas and their composers.
 - 2 symphonies and their composers.
9. Give a brief account of your use of the reference department of a library, naming books and periodicals that have been most helpful in your work.

HISTORY AND GENERAL INFORMATION

1. Write not less than 200 words upon one of the following subjects:
 - (a) Crusades.
 - (b) Thirty years' war.
 - (c) American revolution.
2. Discuss briefly the early history of California up to and including its admission as a state.
3. What is suggested to your mind by the following? (Answer 10)
 Hanseatic League; Magna Charta; Spanish Armada; Field of the Cloth of Gold; Doomsday Book; Kremlin; Monroe doctrine; Triple alliance; Seven years' war; Bayeux tapestry; Hague tribunal; Hussites; Lollards; Sepoy mutiny; Holy alliance; Jacobins; Triple entente; Missouri compromise; Peninsular war; Sicilian Vespers.
4. Characterize in a few words eight of the following:
 Henry of Navarre; Clovis; Ignatius Loyola; Garibaldi; Tecumseh; John Marshall; John Bright; Thomas Aquinas; Catherine de Medici; Thomas Cranmer; George Rogers Clark; Frederick the Great.
5. In what wars were the following battles fought? Give countries engaged.
 Chalons; Philippi; Hastings; Sedan; Agincourt.
6. Describe briefly what is meant by—
 Public service; Social work; Vocational guidance; Nobel prize; Federal reserve; City manager; Industrial efficiency; Pan-Americanism; Canal tolls.
7. Give a brief account of the present situation in Mexico.
8. Name four of the most important topics under discussion in the newspapers today. Characterize each briefly.
9. Name a standard history, giving author and title, of each of the following:
 California; United States; England; France; Germany; Italy; Russia; French Revolution.

APPENDIX XI

List of Donors, 1915-1916

Alameda Free Library; American Association for International Conciliation; American Game Protective Association; American Jewish Committee; American Telegraph and Telephone Co.; Armstrong Cork and Insulation Co.; Associated Harvard Clubs; Argentine Republic; Baltimore, Md., Dept. of Finance; Bates College; Bellini, Gabriele; Benton, Josiah H.; Berkeley Public Library; Bernhardt, Martin; Birmingham Free Libraries Committee; Boston Schoolhouse Dept.; Boston Bureau of Statistics; Bower, William; Boyd, Thos.; Brand, Mrs.; Brisbane, Queensland, City Dept.; Brooklyn Public Library; Buffalo Historical Society; Bull, J. H.; Butler Bros.; California Building and Loan Commissioner; California Railroad Commission; California Construction Co.; California Library Association; California School of Arts and Crafts; California State Library; Cambridge, Mass. Water Board; Carnegie Endowment for International Peace; Carnegie Free Library, Braddock, Pa.; Carnegie Institution of Washington,

D. C.; Castilleja School; Cebrian, John C.; Century Co.; Chase, Mrs. Anna; Chicago Dept. of Finance; Civic Art Commission, Berkeley, Cal.; Commission of Housing and Immigration of California; Committee of One Hundred; Concord City Clerk; Consulate General of Japan; Cook, Thos., & Son; Craig, Mrs. Scipio; Cross, Hon. C. W.; Dartmouth College; Deion, M. F.; Delaware College; Dennison Mfg. Co.; Des Moines Public Library; Dickermann, Judson C.; Dougherty, J. H.; Duncan, Mrs.; Eby, Mr. T. M.; Cox, Mrs. A.; Ellis, C. A.; Enoch Pratt Free Library; Estrada, Angel de; Farnsworth, E. C.; Field Museum of Natural History; Fine, Israel & Son; Fire Underwriters' Ass'n of the Pacific; Firey, L. B.; Gibbs, J. W.; Government Statistician's Office, Wellington, N. Z.; Hall, G. D.; Harder, Erwin E.; Harrison, Hon. Ralph C.; Haskell, Mr. H. J.; Hawaii Promotion Committee; Heartman, C. F.; Herold, R. J., Oscar, Roderick & Hugo; Hispanic Society of America; Howard, Mrs. Emma Shafter; Hoxie, Brig. Gen. R. L.; Hoyt, F. D.; Ichihashi, Yamato; Illinois Senate Vice Committee; Illinois State Historical Society; Iroquois Publishing Co.; Japan Exposition Society; Japan Society; Kahn, Otto H.; Kansas City, Comptroller; Kansas City Public Library; Katzenberger, G. A.; Kennan, George; Kharajian, H.; King's Printer, Winnipeg; Kirkpatrick, Gen. E.; Klahm, H. J., Co.; Klink, Bean Co.; Knapp, C. R.; Lane Technical School; Lewis, D. P.; Lippincott, J. B.; Long Beach; Longmans, Green Co.; Louisville Public Library; Lybarger, J. J.; Magee, Miss B.; Manhattan Club, N. Y.; Manufacturing Perfumers' Ass'n of the U. S.; Martin, C.; Mass. Institute of Technology; Mast, Mrs. I. N.; Mathews, H. E.; Maxwell, Geo. H.; Mechanics'-Mercantile Library; Melbourne City Clerk; Mercantile Library of New York; Merchants' Exchange; Michigan Historical Society; Minnesota Historical Society; Mizutami, K.; Moore, C. C.; Morris, J. F.; Municipal Reference Library, Chicago; Municipal Reference Library, N. Y.; Munn & Co.; Murphy, E.; Myers, J. S.; National City Bank of New York; National Security League; Neis, A. M.; New Bedford, City Dept.; New Bedford Free Public Library; New Haven Public Library; New York, City Depts.; New York, Agricultural Experiment Station; New York, Bureau of Municipal Research; New York Farmer; New York, Secretary of State; New York State Library; New York Stock Exchange; Newport, City Clerk; North Dakota Agricultural College; Oakland Free Library; O'Hara, Barratt; Osaka City Office; Pacific Gas and Electric Co.; Pan-American Scientific Congress; Panama-Pacific International Exposition Company; P. P. I. E. Japanese Commission; P. P. I. E. Netherlands Commission; P. P. I. E. New Zealand Commission; P. P. I. E. Commissioner General for Sweden; P. P. I. E. Commissioner, State of Washington; Parker, Sir Gilbert; Paterson Free Public Library; Pease Publishing Co.; Pennsylvania Society of Colonial Governors; Philadelphia, Director of Public Works; Philadelphia, Mayor's Office; Pike, Chas. W.; Pioneer Kindergarten Society of San Francisco; Polk, Mr. Wm.; Pomeroy, A. A.; Power, C. O.; Prudential Insurance Co. of N. Y.; Putnam's, G. P., Sons; Reading, Pa., Bureau of Water; Richards, Lysander; Ricks, W. N.; Robinson, E. P.; Rockefeller Foundation; Rockefeller Sanitary Commission; Rolph, Hon. James, Jr.; St. Ignatius University; St. Louis, Auditor; Salt Lake City, Recorder; S. F. Ladies' Protection and Relief Society; Sargent, Porter E.; Savings Union Bank & Trust Co.; Schnack, F.; Schultz, C. F.; Sears, E. H.; Severance, Henry Ormal; Sierra Educational News; Silver, Burdett & Co.; Sioux City Free Library; Sleeper, Miss M.; Sleeper, John F.; Smith, Edgar F.; Smith, Mrs.; Smithsonian Institution; Society of Colonial Wars; Stayner, C. F.; Stevens, George H.; Taylor, D. W.; Thompson, Slason; Townsend, C. F.; Trenor, Thos.; University Club of New York; University of Chicago; University of Michigan; University of North Dakota; University of Washington; Van Boskirk, J. R.; Vermont Historical Society; Vilas, Marin S.; Von Frantzius, Fritz; Wagner, Dr. Napoleon; Washburn, Crosby Co.; Westrup, M. D.; Williams, C. L.; Waxweiler, Emile; Wholesale Liquor Dealers' Ass'n of America; Williams, Michael; Williams College; Wisconsin State Historical Society; Wise, Minerva F.; Worcester, Mass.; Yale University Press; Young, John P.

